



# TRANSPORTATION GROWTH FACTOR ADJUSTMENT FORM

School Year: \_\_\_\_\_

From: \_\_\_\_\_ District

District Number: \_\_\_\_\_

To: Susan Goins, Division Director  
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*Reminder: The information included on this form should not include: preschool pupils, pupils transported to the Kentucky School for the Blind or School for the Deaf, vocational schools, parochial or private schools.*

## Public Pupils transportation to another public school district

List pupils for whom you provide transportation who are not included on your district's Growth Factor attendance report.

District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

**DUE NOVEMBER 1st**

# Instructions for Transportation Growth Factor Adjustment Form

## Resources:

KRS 157.370 (3) Allotment of Transportation Units  
702 KAR 5:020 Program Cost Calculation

The Transportation Growth Factor Adjustment Form is due on November 1 (note date change). The information included on this form is the aggregate days transported of pupils (K-12 grade) from one public school district to another public school district that are not counted in your district's ADA. Do not include private schools, preschool, deaf, blind or vocational pupils.

The Transportation Codes are defined as:

- T-1 A pupil transported over one (1) mile twice daily
- T-2 A pupil transported less than one (1) mile twice daily
- T-5 Handicapped pupils provided special transportation (must be mandated by pupil's IEP)

KDE recommends that individual pupil transportation codes be verified at least once a semester.

A district that shows a loss or no increase in T1s and T5s will not incur a deduction in funding.

## Dos and Don'ts

1. Don't include private schools, preschool, deaf, blind or vocational pupils.
2. Do contact the Directors of Pupil Personnel for the number of days each child was in attendance.
3. Don't reflect more than two months of attendance in "days transported".
4. Do use the appropriate T code for aggregate days transported.
5. Don't use check marks in the T codes columns.
6. Do verify that the total aggregate days transported is not greater than the number of days transported multiplied by the number of pupils.
7. Don't use the maximum number of aggregate days transported unless confirmed with the DPP.

How to determine the number of aggregate days by T codes:

1. Use the actual days of attendance for each pupil.
2. Add together days for pupils with the same T codes.

Examples: 38 days transportation provided for three pupils:

- if all three are T1 pupils and attend 38 days  
 $38 + 38 + 38 = 114$  aggregate days transported

				Aggregate Days Transported		
District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	T1	T2	T5
Castle	Rock	38	3	114		

- if one T1 pupil attends 38 days, one T1 pupil attends 37 days, and one T5 pupil attends 35 days  
 $38 + 37 = 75$  aggregate T1 days transported     $35$  aggregate T5 days transported

				Aggregate Days Transported		
District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	T1	T2	T5
Castle	Rock	38	3	75		35

**DUE NOVEMBER 1st**